

Creating Files & Folders

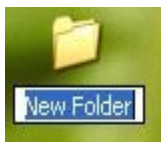
Tutorial #10

Folder Locations

A folder can be put anywhere on your computer. The key is to be able to remember and know where that file can be found for future retrieval. The best place to put your files would be in the “My Documents” section your computer. To get to this location you:

- (1) On your desktop, Left click on “start”
- (2) Left click on “My Documents”

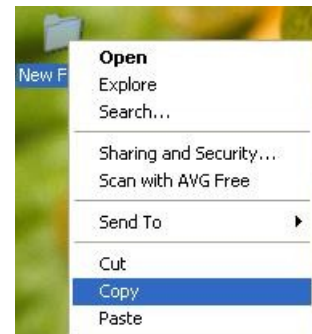
Making a Folder



- (1) Right click anywhere free from icons
- (2) Left click on “new”
- (3) Left click on “folder”
- (4) The folder will appear and re-name the folder
- (5) Left click and drag the folder to a desired location

Changing Folder Locations

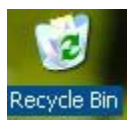
- (1) Right click on the folder/file you wish to move
- (2) Left click on “copy”
- (3) Open the new location
- (4) Right click (free from icons)
- (5) Left click “paste”



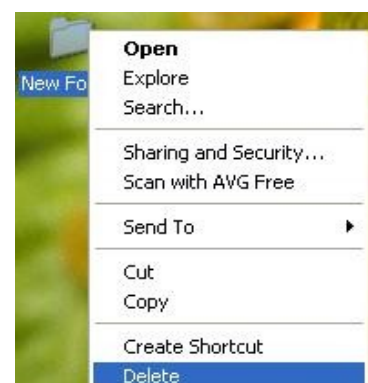
Deleting a File/image

- (1) Right click on the objects icon
- (2) Left click on “delete”
- (3) On the “do you wish to delete” sign, left click on “yes”

The deleted item will go to the “Recycle Bin.” The Recycle Bin is usually located on the desktop of your computer. To fully delete the file off your computer, you must:

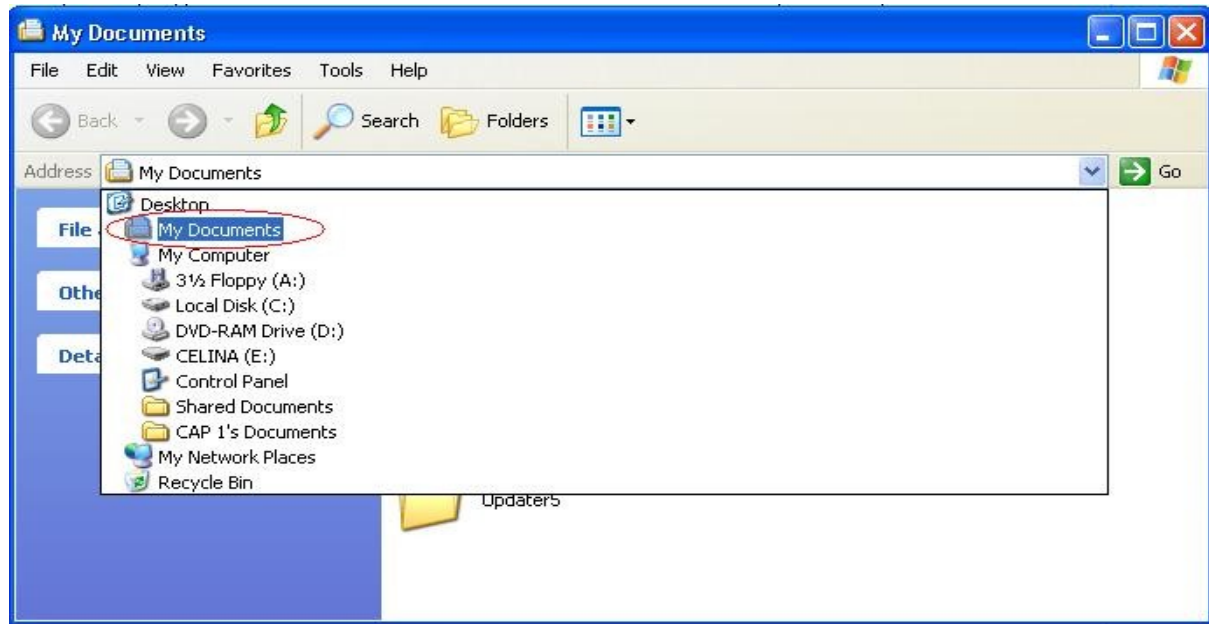


- (1) Double click on the recycle bin
- (2) Left click on “file”
- (3) Left click on “Empty recycle bin”
- (4) Left click on “yes”



Retrieving Files

If you previously saved a file or image in “My Documents” and you wish to retrieve this folder, follow the instructions in “folder locations” at the beginning of this tutorial. Then, left click on the “address” scroll bar to find the folder.



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